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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

RECORD

March 2, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 15

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Food Industry Advisory Committees

Director's Memorandum No. 43 provides for the establishment of Food Industry Advisory Committees. In accordance with the above memorandum the procedure outlined below will be followed by employees of this Branch concerned with the formation of any such committees.

A. Appointment of a Government Chairman.

A memorandum shall be addressed to the Chief of the Processors Branch, for the signature of the Branch Chief and for the approval of the Deputy Director, C. W. Kitchen, setting forth the following information:

1. Name of proposed committee.
2. Name and title of the individual recommended for Chairman.
3. A brief statement of reasons for desiring to form the committee.

B. Appointment of Committee.

Upon receipt of official notice of his appointment from the Director, the Government Chairman will recommend appointment of the Committee. This recommendation shall be in memorandum form addressed to the Chief, Processors Branch and for the approval of the Chief, Special Commodities Branch. The following information will be given:

1. Name of committee.
2. Full name, title, company, and address (including street address in cities) of the recommended members.
3. Size of each company.
4. Trade association affiliation of each company.
5. Segment or sub-division of the industry represented by each prospective member.
6. Any other pertinent information necessary to decide whether the committee is representative.
7. Tables substantially as follows:

(The Chief the Processors Branch will act as advisor to the Government Chairman in preparing these data)

Number in the Industry	:	Percentage of total / volume transacted by	:	Number on Committee	:	Percentage of total number on the committee
	:		:		:	
Large Companies*:-	- - - -	(a) - - - -	:	- - - - -	:	(b) - - - -
Medium Companies*			:		:	
Small Companies*:-	- - - -	(x) - - - -	:	- - - - -	:	(y) - - - -
	:		:		:	

(b) should not be larger than (a) and (x) should not be larger than (y).  
 \* State how size is determined and give source of information.  
 / Any other convenient "yardstick", such as labor employment, capitalization, etc., may be used.

Percentage of total volume / transacted by	:	Geographical distribution by volume / percentage	:	Information on Segments, etc.
Trade Assn. Members	:	East South Midwest West	:	
	:		:	
In Industry * (x)	:	a a a a	:	a
On Committee * (y)	:	b b b b	:	b
	:		:	

(y) should not be larger than (x). a and b should be approximately the same.  
 \* Give source of information.  
 / Any other convenient "yardstick" may be used.

8. Proposed date and expected duration of the first meeting.
9. Other information which the Government Chairman desires to submit, such as Government representatives desired at first meeting, tentative program, etc.

#### C. Calling Meetings of Established Committees:

When the Government Chairman desires to call a meeting of an established committee he will:

1. Address a memorandum to the Chief of the Processors Branch, giving the following:
  - (a) Name of Committee.
  - (b) Proposed date and duration of meeting.
  - (c) Tentative program for the meeting.
  - (d) List of Government representatives to be invited with a brief statement of reasons for desiring them.

D. Collaboration with the Processors Branch

It is one of the functions of the Program Development Division to work with the Processors Branch in establishing these committees. Therefore all correspondence written in accordance with the above instructions will be forwarded through the Office of the Chief of the Program Development Division for initialling before dispatch.

*H. C. C. C. C.*

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